



Wisconsin Ethics Commission

Campaign Finance | Lobbying | Ethics
101 East Wilson Street | Suite 127 | P.O. Box 7125 | Madison, WI 53707-7125
(608) 266-8123 | ethics@wi.gov | <https://ethics.wi.gov>

August 19, 2021

Notice of Upcoming Audits

Ethics Commission staff will be conducting a number of audits this fall. If your committee is identified in an audit, Commission staff will communicate with you by email. **Your committee will have 30 days from the date of the audit email to amend your report or provide information demonstrating why there is no violation.** If you do not resolve the issues identified or provide information indicating there is no violation within that 30-day window, your committee may be subject to a forfeiture of up to \$500 per violation. **DO NOT return any contributions or make any donations to charity in an effort to resolve the issues unless you are instructed by Commission staff to do so.**

If you are able to correct the issue by amending your report, please respond to the audit notification to let staff know you have made the corrections. We will then review your reports and advise whether further action is required. If no further action is required and you have fixed the issues within the 30 day period, we will inform you that the matter is closed. If you are unable to fix the issue(s) within the 30 day window, you may be sent a standard settlement offer or your matter may be referred to the Commission.

Over the course of the fall, staff will be sending several rounds of emails concerning audit findings. The email will contain an attachment(s) describing the findings and providing other pertinent information such as how to resolve the matter. **If there are multiple attachments to your email, please read each attachment thoroughly.**

- The first round of emails will address missing transaction details (name, address, and occupation information) and anonymous contributions in excess of \$10.
- The next round will address excess and prohibited contributions.
- Finally, there will be two sets of emails concerning the cash balance discrepancy audit.
 - First, staff will notify you of any pending transactions that have not been filed to eliminate/reduce cash balance discrepancies. This portion is not for enforcement purposes. However, because many cash balance discrepancies are caused by pending transactions, it will help you avoid a potential violation when we run the cash balance discrepancy audit for enforcement purposes later in the fall. You will simply either file or delete the transaction(s).
 - The second round of emails associated with this process is the notice of potential violations for cash balance discrepancies. This is for enforcement purposes. As with the other audits, you will have 30 days to fix the discrepancy or explain why there is no violation. After that, your committee may be subject to a forfeiture of up to \$500 per violation.

We expect to begin this process soon. In the meantime, we request that you review your registration statements to confirm that your email addresses are valid. We also request that you check your email regularly, including your email spam folder.

Wisconsin Ethics Commissioners

Paul Connell | Awais Khaleel | Shauntay Nelson | Pat Strachota | Timothy Van Akkeren | David Wambach

Administrator

Daniel A. Carlton, Jr.

Our goal is to conduct these audits and have all issues resolved so that we do not have to offer any settlements or make any referrals to the Commission. We need your help to reach that goal! If you receive an email and need assistance, please respond by email or by telephone as soon as possible. We are happy to do everything possible to help you avoid any further action! We are available from 8 a.m. to 5 p.m. Monday through Friday. You can email us at CampaignFinance@wisconsin.gov or call us at (608) 266-8123. Simply hit “1” for campaign finance and your call will be routed to an Ethics Specialist.

Thank you for your assistance and attention to these matters.

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